

**UNITED STATES ARMY  
SERGEANTS MAJOR ACADEMY (USASMA)  
FELLOWSHIP GUIDE**



AS OF 7 April 2015

# USASMA FELLOWSHIP GUIDE

## TABLE OF CONTENTS

SUBJECT	PARA	PAGE
Table of Contents .....		1
<b>Chapter 1 – Program Summary .....</b>		<b>4</b>
Fellowship Summary .....	1-1	4
Purpose .....	1-2	4
Selection Process .....	1-3	4
Funding .....	1-4	4
Assignment .....	1-5	4
Service Obligation .....	1-6	4
Eligibility .....	1-7	5
Command Select List (CSL) Nominative Consideration .....	1-8	5
<b>Chapter 2 – Pre-Arrival Requirements .....</b>		<b>6</b>
Purpose .....	2-1	6
Required Documentation .....	2-2	6
Pre-Arrival Tasks .....	2-2.a	6
Fellowship Guide .....	2-2.a.(1)	6
ATLAS Registration .....	2-2.a.(2)	6
In-Processing Uniforms .....	2-2.a.(3)	6
Height and Weight .....	2-2.a.(4)	6
Profiles .....	2-2.a.(5)	6
TRICARE-DEERS .....	2-2.a.(6)	6
Exceptional Family Member Program Screening .....	2-2.a.(7)	6
Lateral Appointment .....	2-2.a.(8)	7
Service Obligation .....	2-2.a.(9)	7
Information Awareness Training Certificates .....	2-2.a.(10)	7
Losing Station DOIM Clearance Requirements .....	2-2.a.(11)	7
Government Credit Card .....	2-2.a.(12)	7
Education .....	2-2.a.(13)	7
Basic Allowance for Housing .....	2-2.a.(14)	7
MEDPROS .....	2-2.a.(15)	7
Staff and Faculty Prerequisites .....	2-2.a.(16)	7
Mail Service Statement .....	2-2.a.(17)	7
Hand Carry documents .....	2-2.b.	8
<b>Chapter 3 –Arrival &amp; In-processing .....</b>		<b>7</b>
Purpose .....	3-1	9
Permanent Change of Station Initial Reporting .....	3-2	9
Initial Reporting .....	3-3	9
In-processing USASMA .....	3-4	10
Security Clearance .....	3-5	10
Sponsorship Program .....	3-6	11
Uniforms .....	3-7	11

**TABLE OF CONTENTS (continued)**

<b>SUBJECT</b>	<b>PARA</b>	<b>PAGE</b>
Local Schools Information.....	3-8	11
Household Goods.....	3-9	12
Quarters .....	3-10	12
Finance .....	3-11	12
Vehicle-Weapons Registration.....	3-12	13
Bicycles .....	3-13	13
Pets.....	3-14	13
Family Care Plan.....	3-15	13
<b><u>Chapter 4 – General Administration</u></b> .....		15
Purpose .....	4-1	15
Standards of Conduct .....	4-2	15
Chain of Command .....	4-3	15
Student Instructor-Relationship .....	4-4	15
Protocol.....	4-5	15
Uniform Policy.....	4-6	15
Absenteeism .....	4-7	16
Pass and Leave Policy .....	4-8	16
Off-Limits Areas.....	4-9	16
Travel to Juarez, Mexico.....	4-10	17
<b><u>Chapter 5 – Degree Program/Class Management</u></b> .....		17
Responsibilities-Agreement.....	5-1	18
Application.....	5-2	19
Registration.....	5-3	20
Course Syllabus.....	5-4	21
Graduation Requirements.....	5-5	21
Instructor Certification.....	5-6	21
Administrative Dismissals-Drops.....	5-7	21
Reassignment.....	5-8	22
Graduation.....	5-9	22
<b><u>Chapter 6- Sponsorship</u></b> .....	1-1	23
<b><u>Appendix A – Service Statements</u></b> .....		24
Sample Service Statement (Active).....		24

## CHAPTER 1

### FELLOWSHIP SUMMARY

**1-1. FELLOWSHIP SUMMARY.** The United States Army Sergeants Major Academy (USASMA) Fellowship is the Army's premier noncommissioned officer degree and instructor certification program aimed at sergeants major who have potential and a strong desire to be an educator for our future sergeants major. Selected candidates will pursue a Master of Arts Degree in adult education through Pennsylvania State University (Penn State). The Master Degree is a 33-semester hour online program focusing on the knowledge and skills required to develop professionals who work with adult learners.

**1-2. THE PURPOSE.** The purpose of Fellows is two-fold. First, Fellows are personal representatives and even ambassadors for the Chief of Staff and the Sergeant Major of the Army. In this role, Fellows provide the civilian community with a sense of what the Army is doing and how they serve as personal envoys for senior leaders. Secondly, the fellowship program is the Army's response to the Department of Defense instructions that require each service to have these outreach programs. The Office of the Secretary of Defense (OSD) guidance recognizes that fellowships provide "Unique Opportunities" for professional development that is not available with our own PME systems and therefore, the NCO program at Penn State will bring a distinctive opportunity. Fellows are future Army senior leaders and must be capable of interaction with the federal government, the private sector, and academia. The title of Fellows indicates "I am an ambassador of the Army; I was specifically selected for this purpose. I have the professional and academic credibility to be here." Thirteen years of conflict has demonstrated that the future battle space will continue to grow in complexity and bring amplified intellectual challenges, therefore an educated force of leaders and senior leaders is required. Chief of Staff (CSA) Waypoint 2, Adaptive Army Leaders for a Complex World is the bumper sticker, but the sub-points outline the gaps we are addressing....We must be "Cultivating Strategic Perspective and Leadership from Senior Noncommissioned Officers".... educate and develop all Soldiers and Civilians to grow the intellectual capacity to understand the complex contemporary security environment." The Penn State program along with the other strategic broadening seminars is one of many steps to build a cadre of future senior NCOs capable of providing sound strategic level advice to their leaders.

**1-3. SELECTION PROCESS.** The United States Army Human Resources Command (HRC), Fort Knox, Kentucky Sergeants Major Academy Fellowship Program Selection Panel will convene annually to establish an order-of-merit list to present to the Commandant, USASMA for final selection of Fellows. Applicants will be notified NLT three weeks after the conclusion of the selection panel. Upon selection notification, Fellows are provided information to apply to Penn State University. Fellows must be enrolled into the course NLT the established enrollment date set by Penn State for the fall session.

**1-4. FUNDING.** There is no cost to selected Fellows for this program. All cost (application fee, books, etc.) will be borne by HQDA G-3/5/7 (DAM)-SSF). Selectees' education benefits (i.e. GI Bill, Post 9-11 Education Bill) will not be used for this program.

**1-5. ASSIGNMENT.** Assignment will be to the USASMA under UIC W3QTB1, Fort Bliss, Texas 79918. Participants will begin the Fellowship with a permanent change of station (PCS) to the USASMA, Fort Bliss, Texas. Classes begin on or about 24 August 2015 and complete on or about 10 August 2016.

**1-6. SERVICE OBLIGATION-TUITION REIMBURSEMENT.** Following the degree program, Fellows will incur a three for one active duty service obligation IAW AR 350-100, Para 2-8. Fellows will be assigned to a 36-month utilization assignment to the USASMA under UIC W3WTA1, Fort Bliss, Texas 79918 as Sergeants Major Course Small Group Instructors. Fellows who participate in this funded

education program may be required to reimburse the US Government the total tuition costs if they voluntarily or involuntarily fail to complete the required 36-month service obligation.

#### **1-7. ELIGIBILITY CRITERIA.**

- a. Active or Reserve Component sergeant major.
- b. Served at the 6, 7C, 7S level.
- c. Must have a Bachelor's Degree GPA of 3.0 or higher from an accredited University or College.
- d. Must be able to complete full Fellowship and Utilization time requirements without interruption.
- e. Must have mandatory retirement date (MRD) NET than 30 June 2020. USASMA may waive on a case-by-case basis. Fellowship minimum service time requirement as long as RCP/MCD are not affected.
- f. Possess interpersonal communications skills and ability to interact and form relationships with individuals of diverse backgrounds.
- g. Not be pending any adverse actions
- h. Meet Army Height and Weight requirements
- i. Meet the requirements of AR 614-200, Enlisted Assignments and Utilization Management, Para 6-9 and 6-12.

**1-8. COMMAND SELECT LIST (CSL)/NOMINATIVE CONSIDERATION.** Individuals participating in the fellowship and utilization program are authorized to compete for CSL and nominative positions after successful completion of the Master Degree Program and three years as an SGA at USASMA. HRC will exempt fellows from the Qualitative Service Program (QSP) consideration throughout the fellowship requirements, but you are subject to the Qualitative Management Program (QMP) if performance or conduct declines while in the fellowship program.

**1-9. HOW TO APPLY.** Refer to the MILPER Message Subject: Fiscal Year 2015 Sergeants Major Academy Fellowship Program for the steps to apply for the fellowship program.

## CHAPTER 2

### PRE-ARRIVAL REQUIREMENTS

**2-1. PURPOSE.** The Sergeants Major Fellowship Guide contains prerequisite and administrative information for each individual selected for the fellowship. Additionally, it provides guidance that will make each Fellow's arrival and transition to the Academy structure easier.

**2-2. REQUIRED DOCUMENTATION.** Fellows must report to the Academy with all required documentation and pre-arrival tasks completed. Fellows must work with the Director, Staff and Faculty Directorate and the Fellowship Director during the pre-arrival period to alleviate any issues or problems. If a Fellow has concerns, contact the Fellowship Director at 915-744-8827.

a. Pre-arrival Tasks:

1) Each Fellow must read the Fellowship Guide and comply with the Fellowship and Utilization Program requirements. The link for the Fellowship Program is located on the USASMA Web page at <https://usasma.bliss.army.mil/>

2) The USASMA Army Training and Learning Assessment System (ATLAS) is a database that serves as a Fellow's course management system. Each Fellow must submit the requested information in ATLAS from the Fellowship Program web site. The ATLAS administrator will generate the instructional e-mail for the program NLT mid-May. The ATLAS link will come from the ATLAS administrator. If the Fellow does not receive the e-mail, contact the ATLAS Administrator at 915-744-2446 or email [George.a.snyder14.civ@mail.mil](mailto:George.a.snyder14.civ@mail.mil) to have the e-mail and link resent.

3) Each Fellow will bring all military uniforms (ASU/Class As, ACUs, APFTs, etc.) to Fort Bliss. Fellows will wear their Army Combat Uniform (ACU) during in processing. Do not pack your uniforms in your household goods (HHGs) shipment.

4) Upon arrival, Fellows must meet the Army's Height and Weight Standards and be able to pass the APFT. See ALARACT Message 267/2012 DTG: R281929Z SEP 12 and Army Directive 2012-20 (Physical Fitness and height and Weight Requirements for Professional Military Education). Failure to meet the standard will result in removal from the program.

5) If a Fellow has a P2/P3 profile and appears before a Medical Board, a copy of the results finding the Fellow fit for duty must be hand carried to the USASMA for in processing. Profile(s) must be up-to-date and in the E-PROFILE system. Personnel on temporary profile who cannot take an alternate APFT event are ineligible to enroll in the program.

6) Each Fellow must update their TRICARE Prime enrollment for the (Western) region to receive local medical care. Each Fellow must transfer enrollment via the internet at [www.triwest.com](http://www.triwest.com) by completing the on-line enrollment form. Failure to complete this enrollment may hinder access to prompt medical care. Fellows must ensure that family member DEERS records are also up-to-date.

7) Family members enrolled in EFMP whose validation date will expire during the program must update their EFMP **BEFORE** departing their losing unit. The EFMP date is valid for 3 years unless there are changes to the enrollment. If family validation date(s) expire prior to this, the EFMP office where your family is located is the office that needs to update the information. Upon arrival, you must register your family members at the Fort Bliss Army Community Service, Building 2494, Ricker Road, and Monday through Friday 0730-1630. The following Website contains post specific guidance at

<http://www.blissmwr.com/efmp/>

8) If your current assignment is as a Command Sergeant Major, you must submit a DA Form 4187 laterally appointed to the rank of sergeant major prior to departure from the losing station. You will change the rank on your uniform **PRIOR** to the report date.

9) Participation in the Fellows will incur a 36-month service obligation upon graduation from the Penn State Master Degree Program. You must extend or reenlist to meet this obligation **PRIOR** to arrival. All active duty Soldiers must FAX or email a scanned copy of extension-reenlistment documentation and a signed service statement to the Sergeants Major Branch at HRC (Fax: (502) 613-5526, DSN 221-5526) and a courtesy copy digitally sent to the Director, Staff and Faculty, USASMA at commercial: 915-744-8484 or DSN 621-8484 NLT 1 June 2015. At the end of this guide is a sample of the service statement.

10) Any Special Duty Assignment Pay (SDAP) Program entitlement must terminate the day **PRIOR** to departing on a permanent change of station to USASMA. It is your responsibility to terminate your SDAP to prevent overpayment and unnecessary financial hardship resulting from future collection.

11) You must enroll in the Army Training & Certification Tracking System (ATCTS) **PRIOR** to departing your losing station. This system ensures the completion of training on Information Awareness (IA), and the four additional courses needed for an Army e-mail account. You must enroll in this system and then complete the required training **PRIOR** to arriving to Fort Bliss. Ensure your IA certificate will not expire **PRIOR** to your arrival to Fort Bliss. The ATCTS is a CAC only system. Failure to register will result in denial of Outlook access. Bring the paper copies of these five certificates of training to the Staff and faculty Directorate in processing if you have issues with the system. Once enrolled, you will receive notification by ATCTS when your training and certificates are due. You will have access to your certificates alleviating the need for hard copies. The link for ATCTS website is <https://atc.us.army.mil/iastar/index.php>. The USASMA website contains screen shot instructions on how to complete the ATCTS enrollment forms. The link for the instructions is <https://usasma.bliss.army.mil/faculty/downloads/ATCTS.pdf>

12) If you have not had your e-mail accounts migrated to a .mil@mail.mil account, ensure you clear your Outlook/NEC accounts from your losing station. If you fail to delete your home station accounts, you will have problems establishing an account upon arriving to the USASMA.

13) You must contact the USASMA Agency/Organization Program Coordinator (A/OPC) if you intend to use your travel card for your PCS. If you require TDY during your assignment, Logistics, and Resource Management (S4) will reactivate your account and deactivate it once the TDY is complete. The USASMA A/OPC is Mr. Robert Bindley at (915) 744-8367. You can e-mail Mr. Bindley at [robert.j.bindley.civ@mail.mil](mailto:robert.j.bindley.civ@mail.mil).

14) It is highly recommended that your family PCS with you. If you elect to leave your family at home duty station, you will draw BAH at the Fort Bliss rate IAW Chapter 23, AR 37-104-3. Current rates information is available at <https://www.defensetravel.dod.mil/>.

15) MEDPROS PHA status must be green within 90 days of starting the program.

16) Complete the Staff and Faculty Directorate prerequisites and AR 350-1 pre-arrival tasks NLT your report date. Refer to Chapter 2 of this guide for information:

17) Complete and email the service statements (Appendix A) to the USASMA Staff and Faculty

Directorate Fellowship Director at (915) 744-8827 and HRC at [USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.MIL)

**b. Hand Carry the following administrative documents to the Academy:**

- 1) PCS Orders with any Amendments (x 15 copies).
- 2) ERB.
- 3) Army/Ace Registry Transcript System (AARTS) Transcripts.
- 4) College Transcript(s). Bring a student copy and an official copy.
- 5) X-Rays, MRI's, CT Scans, Medical Records, Dental Records, Profile.
- 6) Lateral Appointment to sergeant major if applicable.
- 7) DA Form 31.
- 8) All appropriate S-2 paperwork (EPSQ, Security Clearance, etc.).
- 9) DD 1561 (Family Separation) if applicable.
- 10) Termination of Quarters Form (if applicable).
- 11) Marriage Decree, Divorce Decree, Birth Certificates, etc. (if needed to update records).
- 12) All travel finance paperwork (vehicle weight tickets, receipts, advance pay, etc.).
- 13) Vehicle/Gun Registration paperwork.
- 14) School enrollment paperwork, children's medical test results, children's shot records, birth certificates, and last report card.
- 15) Information Awareness Certificates (if Student could not enroll in ACTCS).



## CHAPTER 3

### Arrival and Inprocessing

**3-1. PURPOSE.** Inprocessing, is a two-phase operation. The installation controls and administers the first phase through the Fort Bliss Welcome Center. The Staff and Faculty Directorate controls and administers the second phase. Adherence to the guidance in Chapter 2 will minimize delays upon arrival at Fort Bliss and the USASMA.

#### **3-2. PERMANENT CHANGE OF STATION.**

a. Assignment to the USASMA is a permanent change of station. You will submit a request to the losing medical facility's record section to transfer individual and family medical and dental records. You will turn in your medical records to the Mendoza Medical Clinic, 11335 SSG Sims St. (915) 742-1147. Turn in your dental records to Chambers Dental Clinic, 11334 SSG Sims St. (915) 742-4566 as part of in processing.

b. All personnel must arrive with a hard copy DA Form 31.

c. The USASMA S-1 will accept and hold mail for you until you get a permanent address. The address is 11291 SGT E. Churchill Road, Fort Bliss, TX 79918.

#### **3-3. INITIAL REPORTING.**

a. Recommended you arrive as early as possible to settle in housing, have transportation delivered, and get acclimatized and oriented to the area prior to the start of the Fellowship.

b. Report to Fort Bliss Welcome Center to inprocess post at Building 500, Old Fort Bliss, (915) 568-3035/1756. Once you have completed post in processing, your sponsor will meet you at the Welcome Center and direct you to the Staff and Faculty Directorate to inprocess the Academy during the first three days after report date. Once you complete the in processing, you will work with the Staff and Faculty Director of Fellowship while in the Fellowship program.

c. The TLE entitlement for Fort Bliss is 10 days; ensure you plan accordingly. Make temporary lodging arrangements through the IHG Army Hotels found online at: [IHGAmyHotels.com](http://IHGAmyHotels.com) or call (915) 565-7777 (extension "0" for the front desk). IHG Army Hotels allows up to two pets. The pet fee is \$75.00 (non-refundable) for both pets, which covers the first six days. On the seventh day, the pet fee becomes \$7.00 per day (one fee per day for all pets). The Armed Services YMCA Residence Inn and several other commercial establishments close to Biggs AAF also allow pets. For any other special needs, please call (915) 565-7777 extension 44367.

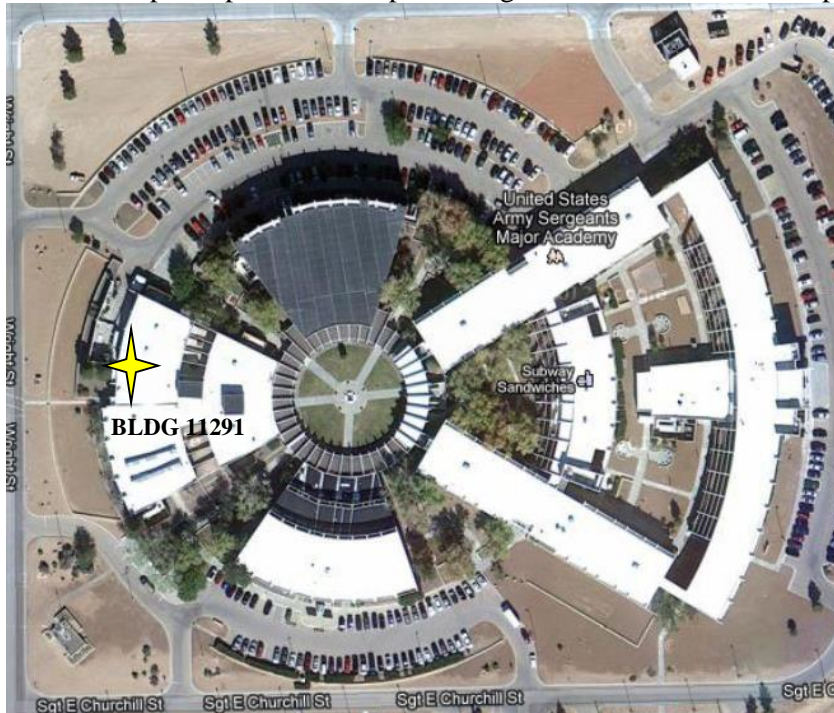
d. Fort Bliss has an RV park that is open year round to students. You may stay there for the entire length of the Degree Program, but would require permanent housing after completing the degree program. The park also allows up to three pets. For more information call 915-568-4693/0106 or go to [www.blissmwr.com/rvpark](http://www.blissmwr.com/rvpark).

e. Your losing station may grant Permissive TDY (PTDY) enroute to Fort Bliss. If you intend to use PTDY, **DO NOT** sign in at the Welcome Center. Report to the Fort Bliss Housing Office at Trailer Number T-0070 on Pleasanton and Carter Road on the date stated on the DA 31 for the start of

PTDY. PTDY is unauthorized if government quarters are available. You may remain on PTDY status until the report date (PTDY will not exceed 10 calendar days) on the PCS orders, at which time you must sign in at the Welcome Center. PTDY will terminate the day you report to the Welcome Center.

**3-4. INPROCESSING USASMA.** Inprocessing is to prepare you for your participation in the degree program and settling your families. The process takes several days to complete.

a. You will report to the Staff and Faculty Directorate Orderly Room, Building 11291, starting at 0900, after completing post in processing for information and guidance from the Staff and Faculty Director of Fellowship. The uniform is ACU for inprocessing. Inprocessing will, start the following day and Students are required to bring all records and documents required to in process. The Director of Fellowship will provide the inprocessing timeline to each Fellow upon reporting.



b. Family members will not attend the initial inprocessing briefing. The Staff and Faculty Directorate will conduct a separate spouse orientation within the first two weeks of assignment. Spouses are invited to participate in the Spouse Leader Development Course (SLDC).

### **3-5. SECURITY CLEARANCE.**

a. You must possess at least a SECRET clearance; a requirement for instructing in the Sergeants Major Course is to hold a SECRET clearance at a minimum with a security investigation conducted within the last 10 years.

b. Contact your departing unit Security Manager or S-2 regarding clearance status.

c. All periodic reinvestigations (PRs) due 30 days prior to the reporting date or during the degree program are initiated at USASMA. Visual proof of Citizenship (Birth Certificate, Passport or Naturalization Certificate) is required to process any investigation. If you require an investigation, you must bring one of these documents with you.

d. You should ensure your information in the Joint Personnel Adjudication System (JPAS) is correct and current. You will have your records checked in JPAS. At a minimum, the record should include:

(1) An entry of “Yes”, next to NdA (Non-disclosure Agreement) showing a signed SF312.

(2) An entry under Adjudication Summary showing the date of the last investigation and clearance eligibility level.

e. Make sure your current S-2 releases you in JPAS when out-processing. The USASMA S-2 must “own” you in JPAS before any investigation can be initiated.

f. Contact the USASMA Security Assistant regarding any security clearance questions at (915) 744-8211.

**3-6. SPONSORSHIP PROGRAM.** The Sergeants Major Academy Special Sponsorship Program for Fellows is managed by the Director, Sergeants Major Course. The program outlines all sponsorship requirement IAW Chapter 2 of AR 600-8-8. The Fellowship Director, Staff and Faculty and the Director, SMC are the points of contact for all fellows in coordination with the SMC Director for the sponsorship program.

### **3-7. UNIFORMS.**

a. Arrive at the Academy with all initial issue-clothing items. Initial issue clothing items will NOT be stored or shipped in HHGs. Upon arrival, ensure all uniforms are ready to wear. There will be certain events or programs that may require you to wear the ASU or the ACU. Several Academy activities require the wear of the formal dress uniform. The Tropical uniform requires center rack ribbons, not offset ribbons. Uniforms must reflect SGM rank. **Be advised that the Military Clothing Sales are always low on the SGM rank for the uniforms.**

b. You must also have appropriate casual civilian clothing for social functions. The civilian dress code while on USASMA grounds or while attending the college courses is as follows:

1) Males – Business casual equates to collared shirts, trousers, and closed-toe shoes.

2) Females – Business casual equates to dress or blouse with skirt/pants, and appropriate shoes.

3) Shorts, sandals, jeans, tank tops and running shoes are not business casual civilian attire.

Note: All Soldiers will wear the black beret with the blue flash and ULTIMA crest. Students coming from Ranger and Airborne units when wearing their dress uniform will also wear the ULTIMA crest.

### **3-8. LOCAL SCHOOLS INFORMATION.**

a. School volunteerism and parental support are outstanding between the community and families on Fort Bliss. Parental involvement in your child’s education and support will continue to promote the growth of the area schools. All children entering district schools from OCONUS locations must provide evidence that they are free of tuberculosis prior to enrollment. Acceptable evidence is the results from a TB skin test (TB Tine), a chest x-ray, or a written physician's statement that the child is free of any signs/symptoms of TB. Additionally, Texas state law requires immunizations prior to admission into any Texas public school system. If your child/children are currently participating in a gifted and talented

program, bring test results to expedite the process for entrance into the local gifted and talented programs. Contact the Fort Bliss school liaison office at (915) 569-5064/5065. The Fort Bliss School Liaison web page is <http://www.blissmwr.com/sts/>

b. Be prepared to provide the following records for your child's registration in any local school.

- (1) Birth certificate, baptismal certificate, or individual passport
- (2) Health and immunization record
- (3) Proof of residency (quarters assignment), utility bill (electric, water, etc.)
- (4) Report card from school last attended
- (5) Social Security card
- (6) Valid ID of person enrolling the student
- (7) Proof of income
- (8) IEP if applicable

c. Texas public school children must have a complete physical examination before they can participate in school athletics. If your child or children plan to participate in school athletics, having them undergo physical examinations at your current duty station will expedite their acceptance for participation. Many schools have cut-off dates that may delay or prevent the child from participating in athletic programs.

**3-9. HOUSEHOLD GOODS (HHG).** Once HHGs arrive at Fort Bliss, the need for temporary storage may arise. You may use temporary storage for a maximum of 90 days from the date your HHG shipment arrives. You are authorized one partial delivery from your HHG shipment. Unaccompanied baggage shipments are not authorized partial deliveries unless you are in a temporary housing situation. Visit your local transportation offices for information and assistance, especially on storage and Do-It-Yourself (DITY) move options.

### **3-10. QUARTERS.**

a. There is a shortage of housing units for PCS Soldiers. An offer of on-post housing depends on availability and priority placement. You must fill out, print, sign, and fax or mail a DD Form 1746 (Application for Housing). You can locate this form at [www.ftblissfamilyhousing.com](http://www.ftblissfamilyhousing.com). The housing office will not process unsigned forms. Balfour Beatty Property Management issues and assigns all government housing. If you choose to live in on-post housing, be mindful that there may be challenges associated with clearing housing as it pertains to your timeline to vacate. The Staff and Faculty Director and ISG will assist you with all housing management issues.

b. There is a high possibility that you will have to live off-post. The Fort Bliss Housing Services Office (HSO) can assist with off-post housing options. The HSO is located in Building T-0070 on the corner of Pleasanton and Carter Road. Their phone # is 915-568-8309. The link to their website is <https://www.bliss.army.mil/dpw/Housing/index.html>

c. Balfour Beatty sets aside housing for students as senior enlisted quarters and therefore deemed suitable for a Fellow. You can still apply for on-post housing after graduation if you reside off-post; application consideration is subject to housing availability and your priority status.

**3-11. FINANCE.** Keep all financial documents available to in process. All finance transactions

are done during the Fort Bliss inprocessing. Initiate all finance actions thru USASMA S-1.

### **3-12. VEHICLE & WEAPONS.**

a. Vehicles newer than 2 years and older than 25 years and all government vehicles receive safety tests only and do not require emissions inspections. Vehicles between 2 and 25 years will receive both safety and emissions tests. Fort Bliss requires a current state safety inspection and Texas emission certificate. As of October 2015, Texas is going to a one sticker registration and inspection. If you get your vehicle inspected prior to October 2015, retain all documentation and present it when you go to register/reregister your vehicle(s). Any facility that performs Texas vehicle inspections can do both safety and emission inspections. If your vehicle will remain registered in a different state, this requirement does not apply.

b. Service members and family members who reside in Fort Bliss family quarters, government owned or leased, will register all privately owned firearms. Register with the Directorate of Emergency Services, Vehicle Registration Section, Building 5400 REL Pass Office (915) 568-3215, or Building 2616 Chaffee Pass Office (915) 568-6853 within 72 hours of arriving to the installation or within 72 hours after acquiring, purchasing or receiving the firearm.

c. Motorcyclists must possess the Basic Riders Course (current within one year) or Advanced/Experienced Motorcycle Safety Course/Motorcycle Sport Rider Course (MSRC) cards (must be within three years) and a state driver's license with the motorcycle endorsement before being allowed to operate a motorcycle on post. All motorcycle safety courses must be from a Motorcycle Safety Foundation (MSF) accredited course. The SMC has an active Motorcycle Mentorship Program and Mentor. For more information on the SMC-Resident Motorcycle Mentorship Program, please contact the SMC 1SG at 915-744-2254.

**3-13. BICYCLES.** Fort Bliss regulations require all bicycle operators to wear a helmet, reflective gear, and have head and taillights during hours of limited visibility.

### **3-14. PETS.**

a. In accordance with USAG Regulation 190-4, Fort Bliss bans dangerous breeds of dogs from Fort Bliss and installation housing. Dangerous breeds are defined as, "Pit-bulls, American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, Rottweilers (full or mixed breed), wolf hybrids, or any other breed with dominant traits geared toward aggression." In cases of mixed breed disputes, the post veterinarian will make a final determination. Violators of this policy are subject to action under Article 92, UCMJ - Failure to Obey a Lawful Order.

b. Fort Bliss policy restricts the number of pets allowed in family quarters to no more than three (except fish). Registration and annual rabies vaccinations are required on post. City ordinance directs all dogs be micro-chipped. Contact the Fort Bliss Veterinary Activity, Building 6077, Carter Road, (915) 569-2266, for further information.

**3-15. FAMILY CARE PLAN (FCP).** Single parents or dual military with family members

under the age of 18 must have a valid family care plan on file within 60 days of arrival at the USASMA. The Staff and Faculty Directorate orderly room will assist in certifying the FCP.

## CHAPTER 4

### GENERAL ADMINISTRATION

**4-1. PURPOSE.** This chapter describes general Fellowship Program administration.

**4-2. STANDARDS OF CONDUCT.** The Academy educates and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives. Misconduct of any type, no matter how small, may result in dismissal from the Fellowship Program. You will:

- a. Be professional at all times.
- b. Be on time, in the designated uniform, with the designated resources.
- c. Perform all work individually.
- d. Strive to successfully progress academically.
- e. Demonstrate motivation and a positive attitude.
- f. Understand and meet degree graduation requirements.

**4-3. CHAIN OF COMMAND.** The Chain of Command consists of the Staff and Faculty Director, the Deputy Commandant, and the Commandant.

**4-4. FELLOW AND STAFF RELATIONSHIP.** Though you will be a college student, all military courtesy between you and the USASMA staff and faculty apply. The USASMA has both military and civilian personnel (most are retired Sergeants Major). It is proper to address the civilians as Mr. or Mrs.

**4-5. PROTOCOL.** The USASMA is the home of multiple courses to include WLC, SSD levels I to V, the Battle Staff NCO Course, the Commandants Pre-command Course, the International Military Student Pre-Course, the Spouses Leader Development Course, the Master Leader Course, and the Sergeant Major Course. The staff, faculty, and students at these courses will address Students based on their rank or by their equivalent sister service or national title.

#### **4-6. UNIFORM POLICY.**

- a. General. You will adhere to AR 670-1 and Academy uniform guidance.
- b. Abide by the civilian clothes guidance previously addressed in an earlier chapter of this guide. The Staff and Faculty Fellowship Director will address any additional questions during in processing.

#### **4-7. ABSENTEEISM.**

a. AR 600-8-10, Leaves and Passes Regulation governs absences and applicable military leave regulations. The Staff and Faculty may consider Fellows for leave and pass request. Absences fall into three categories--urgent, routine, and other:

(1) Urgent absences are those of a time-sensitive nature. They include, but are not limited to, family emergencies, sickness, injury, or any situation that normally requires emergency leave. Fellows who receive approval for urgent leaves/absences remain responsible for completing all assignments and examinations directed by Penn State. You will retain your grade point standing and average and will coordinate with the Staff and Faculty Directorate in completing all requirements during your absence.

(2) Routine absences are those planned absences that are not of a time-sensitive nature. These include annual leave, as well as absences for local appointments.

b. All absences require approval through the Director, Staff and Faculty and the Deputy Commandant. All absences are subject to approval and occur on a case-by-case basis only.

#### **4-8. LEAVE AND PASS POLICY.**

a. Fellows may take ordinary leave or passes while assigned to the degree program. The USASMA will process emergency leave requests as necessary. Non-emergency leaves process as ordinary leave.

b. The Staff and Faculty Directorate can grant passes during the program for mileage passes on approved holidays.

c. Maximum travel distance by motor vehicle is 350 miles per day (e.g., 4-day pass must not exceed 1,400 total roundtrip miles). All Fellows' request for leave or pass will complete an online risk assessment and submit it with their leave or pass requests. The web address is <https://crc.army.mil/home>. Submit the following for each leave or pass:

(1) DA Form 31

(2) Online Risk Assessment (TRIPS)

(3) Vehicle Inspection

(4) Safety Pledge (from the S&FD)

d. You will submit pass requests to the Staff and Faculty Director with the location and phone number for emergency notification if you are traveling more than 250 miles from Fort Bliss. You will also submit a pass request if you are traveling to locations where you will remain overnight for two consecutive nights from your primary (local) residence.

e. The Staff and Faculty Director will address all leaves on a case-by-case basis. Turn in leave requests to the Staff and Faculty Directorate orderly room NLT 21 working days prior to the start of the requested leave.

f. Fellows may sign in and out telephonically during periods of leave through the Staff and Faculty Director, the USASMA S1, or the SDNCO after hours and weekends.

**4-9. OFF LIMITS AREAS.** The Fort Bliss Commanding General has established several areas as off-limits to Soldiers. You will receive a briefing on off-limits areas and establishments. Off-limit areas



information is available at <https://www.bliss.army.mil/Leaders/CommandDirectives.html>

**4-10. TRAVEL TO MEXICO.** The Commanding General, Fort Bliss and the US ARMY North Force Protection Travel Directive has placed the Mexican State of Chihuahua and all Mexican cities along the U.S. – Mexican Border off limits to all Soldiers assigned to Fort Bliss. Department of the Army Civilians, contracted personnel, international students, and all family members are highly discouraged from visiting these areas as well due to the severe and continually increasing levels of violence currently occurring in those areas.

## **CHAPTER 5**

### **DEGREE PROGRAM-CLASS MANAGEMENT**

#### **5-1. RESPONSIBILITIES-AGREEMENTS.**

a. The USASMA and Penn State University recognize each other as quality institutions of higher learning. Both institutions will serve learners fairly regardless of race, sex, sexual orientation, ethnicity, disability, color, age, marital status, national origin or any other non-merit factors.

b. Penn State meets the regional accreditation standards set by the U.S. Department of Education.

c. Penn State supports the Service Members Opportunity College (SOC) Degree Network System policies as far as transferability of college credits are concerned.

d. Penn State waives any graduate entrance examinations such as the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller's Analogy Test (MAT) for the USASMA Fellows.

e. Penn State requires two letters of recommendation and approval by the Commandant, USASMA. Applicants will provide two letters of recommendation as follows: A recommendation from the first command sergeant major in their command and an approval from the first brigade-level commander in their Chain of Command. If selected the Commandant, USASMA will provide approval to Penn State.

f. Each applicant must provide a writing sample to Penn State. Each applicant will provide the Commandant, USASMA a Statement of Purpose in memorandum format, no longer than 500 words, explaining, "Why I should be selected as a Sergeants Major Academy Fellow." The Statement of Purpose will meet the writing sample required by Penn State. The USASMA Commandant will provide the Statement of Purpose to Penn State.

g. The USASMA will provide Penn State with DA Form 1059-1 (Civilian Institute Academic Evaluation Report) for each fellow and Penn State will complete Section II reflecting the following:

- (1) That the degree has been awarded
- (2) Date Awarded
- (3) Full title of the degree and the area of study.
- (4) Comments on the Fellow's academic performance.

h. Penn State will provide the completed 1059-1 and a sealed copy of the official degree awarding transcripts for each Fellow verifying completion of the program to: Commandant, U.S. Army Sergeants Major Academy, ATTN: Human Resources, 11291 SGT E. Churchill St., Fort Bliss, Texas 79918. The DA Form 1059 and degree awarding transcripts are the only documents that officially reflects a Fellow's performance while in school.

i. The USASMA will provide height and weight data and Army Physical Fitness Test information for Section II of DA Form 1059-1.

j. The USASMA will send DA Form 1059-1 and transcripts to Commander, US Army Human Resources Command (ATTN: AHRC-OPL-L).

k. Unsuccessful completion of training in the time allotted, early removal from the program for poor performance or Uniform Code of Military Justice (UCMJ) related violations are considered adverse actions

and the DA Form 1059-1 will reflect accordingly. Exceptions are made for persons who through no fault of their own fail to complete the program (i.e. medical or compassionate reasons).

l. Penn State will provide a professor at the USASMA two days prior to the start of each semester (fall, spring and summer). The Penn State professor will provide face-to-face orientation for the Fellows. Penn State will provide a representative to the USASMA upon completion of the program and award appropriate degrees to graduating Fellows in an appropriate ceremony. These visits will be at no additional cost to the USASMA.

m. The USASMA will contact those applicants accepted into the program and provide the list of applicants to Penn State. Penn State will use the list to exempt Fellows from taking the MAT/GRE requirements and paying of the registration fee, which are paid by the Army.

n. Penn State hosts a webinar or similar process in May to facilitate student registration in order to meet the 1 July 2015 deadline for the fall semester.

o. Penn State to notify the USASMA as soon as possible when students are accepted by Penn State and Fellows have signed appropriate consent documents IAW the Family Educational Rights and Privacy Act (FERPA).

p. The USASMA will coordinate with appropriate agencies to ensure payment of tuition and fees to Penn State University.

q. The USASMA will act as liaison between the Fellows and Penn State University when necessary.

r. Penn State will accept enrollment of approximately 20 to 25 senior noncommissioned officers for the academic year (AY) 24 August 2015 to 10 August 2016.

## **5-2. APPLICATION PROCESS.**

a. To apply, applicants must submit a Fellowship packet no later than the established date in the subject ALARACT via email to HRC CSM/SGM Branch Chief, ATTN: SGM Garner G. Daugherty at [garner.g.daugherty.mil@mail.mil](mailto:garner.g.daugherty.mil@mail.mil). The title of the subject of the email is "Request to compete for the USASMA Fellowship Program."

b. The application is forwarded to the HRC selection panel.

c. If your application is accepted, it is forwarded to the Commandant, USASMA for approval.

d. Once the application is approved by the commandant, it is sent to PSU to approve admission. PSU will verify official transcripts and accreditation of the college or university bestowing your degree. Acceptance into the degree program is contingent on PSU acceptance. Once PSU has accepted your application, they will notify the Commandant, USASMA, who will notify HRC to place you on orders to USASMA.

e. The content of the application consists of:

(1) DA Form 4187 signed by the first brigade level commander in your chain of command with the following information in the remarks section:

(2) Block 1: Type the Address of the approver that will sign/endorse your DA Form 4187 requesting to compete.

40122 (3) Block 2: Type in AHRC, ATTN: Mr. Strout, 1600 Spearhead Division Ave, Fort Knox, KY

(4) Block 3: Your Military address.

(5) Block 4: Your Last Name, First Name, and Middle Initial.

(6) Block 5: Your current grade/rank and career field/Military Occupational Series.

(7) Block 6: Your Social Security Number.

(8) Block 7: Leave Blank.

(9) Block 8: Check line Titled "Other" and type in "USASMA Fellowship Program"

(10) Block 9: Hand sign or electronically sign this block with your signature.

(11) Block 10. Type in the date you are signing your DA Form 4187 requesting to compete.

(12) Section IV, Remarks: Type in the following statement:

(a) I request permission to compete for the FY2015 USASMA Fellowship Program.

(b) My Bachelor Degree GPA is \_\_\_\_\_.

(c) My graduate Degree GPA is \_\_\_\_\_. (If you do not have a graduate Degree, type in none. Do not type in your GPA if you are still pursuing your graduate degree.

(d) I understand I will incur service obligations as outlined in this MILPER Message (48 months total) announcing the program for which I am applying. I authorize HRC to release all documents to anyone who may require them in connection with my nomination to the FY2015 USASMA Fellowship Program.

(e) I understand I may be required to reimburse the U.S. Government the costs of training if I voluntarily or involuntarily, fail to complete the required 36-month service obligation.

(f) I understand am not eligible to compete for CSL or nominative assignments until after successful completion of the Master Degree Program and two years as an instructor at USASMA.

(g) My email address is \_\_\_\_\_.

(h) Block 11: Your chain of command Colonel or higher must recommend approval for you to submit your request to compete.

(i) Block 12: Type approver's signature block.

(j) Block 13: Approver must hand or electronically sign this block.

(k) Block 14: Type in the date the approver signs the DA Form 4187.

(l) Most current DA Form 705 (Army Physical Fitness Test Score Card) and DA Form 5500 (Body Fat Content), If applicable. If date of test is not within last six months, provide explanation (Appendix D).

(m) Statement of Purpose addressed to Commandant, USASMA explaining reason(s) why you are applying for this program (Typed in memorandum format, IAW AR 25-50, no longer than 500 word). Place your name/grade on statement. The subject of this memorandum will be "Why I should be selected as a USASMA Fellow" (Appendix C).

(n) Letters of Recommendation (LOR). Minimum of two and a maximum of three. One LOR must be from current command (LOR can be in letter or memorandum format. Address LOR to Commandant, USASMA; format must be IAW AR 25-50).

(o) Documents received after 20 March 2015 will not be accepted or included in your Fellowship application. No additional documents are accepted.

(p) Candidates are responsible for ensuring their official military photograph and enlisted record brief (ERB) are current. Candidates are also responsible for ensuring their evaluations are up to date in iPERMS. Any updates are posted prior to submitting a Fellowship application.

(q) Candidates are responsible to ensure their college or university transcripts are uploaded into their iPERMS account and they are readable, prior to convening of the HRC selection panel.

### 5-3. REGISTRATION.

- a. PSU will review your application and inform you of your admission status.

b. Once PSU has approved the application, PSU will provide the Army with admissions POC information to assist you with the admission process. You will follow the standard admissions procedures to make the application to the program at <http://www.worldcampus.psu.edu/degrees-and-certificates/adult-education-masters/apply>

c. The Army will provide PSU with your name so they can waive the GRE/MAT requirement.

d. PSU will send you a waiver form allowing the University to share academic information with the Army.

e. PSU will handle the registration of your admission into their classes each semester.

**5-4. COURSE SYLLABUS.** Penn State will provide the Course Syllabus to each Fellow upon their completed registration.

**5-5. GRADUATION REQUIREMENTS.** The Master Degree in Education consist of 11 classes totaling 33 semester hours. You must maintain a GPA of 3.0 and not receive a C grade in any class. Once you have completed all classes, PSU will conduct an audit of your classes to ensure you have met all course requirement to award you the Master of Arts in Education. Failure to meet graduation requirements will result in your removal from the Fellowship Program. PSU and USASMA will provide information to annotate on DA Form 1059-1 (Civilian Institution Evaluation Report) and placed in your official military personnel file.

**5-6. INSTRUCTOR CERTIFICATION.** During your academic year and prior to assignment as a SGA in the Sergeants Major Course, you will undergo instructor certification. The schedule for these courses will be provided to you during your in processing. The certification program requires you to attend and pass the following instructor courses.

- a. Faculty Development Course Level I.
- b. Faculty Development Course Level II.
- c. Army Basic Instructor Course (ABIC) (After Degree Program completion)
- d. Small Group Instructor Training Course (SGITC) (After Degree Program completion)

**5-7. ADMINISTRATIVE DISMISSAL/DROPS.**

a. Academic Dismissal/Drops. If you fail to meet the academic standards of Penn State and removed from the degree program, you may be removed from the Fellowship Program. This degree program requires you to achieve the minimal academic standards of a 3.0 and have no class with a C grade. In the event you are an academic drop, you will receive a DA Form 1059-1 (Civilian Institution Evaluation Report) showing the cause for failing to achieve course standards and the DA Form 1059-1 placed in your official personnel file.

b. Medical/hardship Drops. If you are incapable of completing the degree program due to a medical incapacitation, you will be administrative removed from the degree program and may be considered for reenrollment based on the duration and recovery of your medical condition. If you are unable to complete the degree program, you will be permanently removed from the program and reassigned without prejudice. If you experience a personal hardship that precluded you from completing the degree program, you will be administrative removed from the program and may be reconsidered for reenrollment based on the degree, duration and/or ability to overcome the hardship. If hardships prevents you from completing the degree program, you will be removed and reassigned according to the needs of the Army without prejudice. A DA Form 1059-1 will be completed outlining the conditions for the removal and will be placed in your official personnel file.

c. Disciplinary Drops. If you become a suspect in an investigation for violations of the UCMJ, you

will remain in the course pending the results of the investigation and FLAG'ed immediately. If you committed an offense under the UCMJ, you will be removed from the degree program, and appropriate action taken. A DA Form 1059-1 will be completed outlining the conditions for the removal and will be placed in your official personnel file. Pending adjudication of the offense and if retained, you will be reassigned according to the needs of the Army.

**5-8. REASSIGNMENT.** If you fail to meet PSU graduation requirements, you will be removed from the Fellowship Program and placed on assignment according to the needs of the Army

**5-9. GRADUATION.** The Academy will conduct a graduation ceremony for the Fellows during the SMC in-processing/orientation. The Academy will coordinate with Penn State for participation and presentation in conferring degrees at the USASMA. Date of the graduation will be established during the planning of the incoming class in-processing IPR. Families are highly encouraged to attend.

## **CHAPTER 6**

### **SPONSORSHIP**

**6-1. FELLOWSHIP SPONSORSHIP PROGRAM.** Refer to the Sergeants Major Course Special Sponsorship Program.

**APPENDIX A: SAMPLE SERVICE STATEMENT FOR FELLOWSHIP SERGEANTS MAJOR  
(ACTIVE COMPONENT ONLY)**

HEADQUARTERS  
Command  
City, State and Zip

MEMORANDUM FOR HRC, Military Schools Branch (Mr. Mosley) and Director, Staff and Faculty  
Directorate

SUBJECT: USASMA Fellowship Required Service Statement

In accordance with AR 350-1 and AR 614-200, I agree to meet the remaining requirements to participate in the USASMA Fellowship Degree Program and follow-on assignment as a facilitator/instructor for the US Army Sergeants Major Academy. I understand that once enrolled in the Penn State Master Degree Program and subsequent follow-on facilitator assignment, I will automatically incur a 48-month service obligation from the date of enrollment and that my expiration term of service must be 1 July + 3 years or later. I understand that by signing this statement, I am acknowledging that if I become eligible to retire under section 3914 or 3917, Title 10, United States Code (USC) my voluntary retirement will not be approved until the required service is completed.

Signature/Date:

Printed Name and SSN:

Phone Number (Com/DSN):

AKO Email Address:

Note: Service Statement must be signed, dated and emailed to HRC-Fort Knox Military Schools Branch email address: [USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-AC-NCOES-MANAGER@MAIL.MIL) and faxed to the Staff and Faculty Directorate COM: 915-744-8484 or DSN 621-8484 or digitally sent to [john.r.ballesteros.mil@mail.mil](mailto:john.r.ballesteros.mil@mail.mil) and must arrive NLT 31 May 2015.